

## **BODY ART BUSINESS PLAN REVIEW GUIDE**

This document is a guide of requirements to open a body art business.

You may need construction or other permits. The permits must be approved before construction begins. You also need to apply for a business license.

You cannot open your business until you have:

- A final inspection by the Health Department, and
- Your business license.

[Minneapolis Business Licensing](#) gives final permission to open.

### **New and existing businesses**

If you plan to start a new business or want to remodel, alter, expand or upgrade an existing business in the City of Minneapolis, contact [Minneapolis Development Review](#) by calling 311 or visiting the Public Service Center, 250 South 4<sup>th</sup> Street, Room 300. At Minneapolis Development Review you will discuss your plans with a Development Review Coordinator.

For questions about body art plan review, please contact the Health Department at 612-673-2301. Ask for a health inspector on the body art team.

### **Business license**

Apply for your body art license from [Minneapolis Business Licensing](#). Contact Minneapolis Business Licensing by calling 311 or 612-673-2080, or by visiting City Hall, 350 South 5th Street, Room 1C, Minneapolis MN 55415.

### **Submitting your documents**

When you have all of your documents together, submit them to: Minneapolis Development Review – Food Review, Public Service Center Building, 250 South 4th Street, Room 300, Minneapolis, MN 55415.

### **Documents to submit:**

#### **1. Plans**

Your plans must be complete and legible to be reviewed. Plans will be reviewed on a first come, first-served basis. Incomplete plan additions or plan revisions will be evaluated in the order they are received.

#### **2. Plan Review Application**

[Plan Review Application Form](#)

#### **3. Plan Review Fee**

Find your fee on the [fee schedule](#). Use Food Establishment Plan Review Fees on page 13:

- New businesses: New Risk 3 Establishment, 1,000 sq. ft. or less.
- Remodeling a business: Remodel Risk 3 Establishment, 1000 sq. ft or less.

The fee does not change based on the square footage of the body art business.

#### **4. Floor plans**

Blue prints of facility or a drawing to scale showing facility layout, restrooms, mop sinks, location of all equipment, and “clean room”, if applicable. Generally, a handsink is required at each work station. If you are using any non-disposable equipment, you will need a “clean room.” A clean room must have a handsink, a scrub sink for cleaning equipment, and an autoclave.

#### **5. Room Finish Schedule**

Describe the finishes you are using on floors, walls, ceilings and base coving in all areas including the bathroom and mop sink areas.

#### **6. Release form. The release form is required to have the following:**

##### **A. Procedure and client Information:**

- Date of the procedure.
- Info from the picture ID (name, age, address).
- Design and location of tattoo.
- Name of tattoo or piercer and MN technician number.

##### **B. A checklist or place for the client to indicate if they have:**

- Diabetes
- A history of hemophilia
- A history of epilepsy, seizures, fainting, or narcolepsy
- Any condition that requires the client to take medications such as anticoagulants that thin the blood or interfere with blood clotting; or
- Any other information that would aid the technician in the body art procedure process evaluation.

##### **C. Required statements:**

- “A tattoo should be considered permanent, it may be removed only with a surgical procedure, any effective removal may leave scarring.”
- If conducting body piercing, you must include the statement “Body piercing may leave scarring.”
- “The technician shall not perform a body art procedure if the client fails to complete or sign the disclosure and authorization form, and the technician may decline to perform a body art procedure if the client has any identified health conditions.”

#### **7. Aftercare information sheet. The aftercare information sheet is required to state:**

- “Consult a health care professional at the first sign of infection.”

#### **8. Information on how you will handle sharps disposal**

#### **9. Information about your business**

Provide a complete list of services offered i.e. tattooing, body piercing, cosmetic tattooing, microblading, etc. and whether or not all body art equipment is disposable.

## **10. Proof of Minnesota body art technician licensure**

Provide proof of Minnesota Department of Health (MDH) Body Art Technician licensure for all Technicians. A Body Art Technician license is required by Minnesota State Body Art Code.

Find [Body Art Technician requirements on the MDH website](#).

### **Plan revisions**

Any revisions after plans have been approved must be submitted for re-evaluation. Approved plans are valid for one year.

### **Plans at construction site**

A set of the stamped approved body art review plans must be available on location. Starting construction before your plans are approved may result in costly corrections and delayed openings.

### **Body art final inspection**

Call your health inspector at least 72 hours in advance for an appointment for your final inspection.

### **Permission to open**

Your final inspection is not permission to open. Minneapolis Business Licensing gives final permission to open. Your health inspector will notify Minneapolis Business Licensing when your final inspection has been completed. Contact Business Licensing by calling 311 or 612-673-2080.

### **Minneapolis Body art code**

Minneapolis licenses body art businesses. Visit the [Minneapolis Body Art code](#) for more information.

### **Minnesota Department of Health (MDH) technician information**

MDH licenses body art technicians. Visit [Minnesota Department of Health Body Art technicians](#) for more information.

**Before you open for business, your license application must be approved and your final inspection must be conducted.**

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-2301 or [health@minneapolismn.gov](mailto:health@minneapolismn.gov).

People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000.

TTY users call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadio aad Caawimaad u baahantahay 612-673-3500.